

**Town Mayor/Council  
Work Session – 7:30 pm  
Tuesday, January 2, 2018  
Municipal Building**

**Meeting Minutes**

**Call to order– 7:30 pm**

**Roll Call** – Mayor Muhammad; CM Barnes; CW Brownson; (CM McLaurin arrived at 7:33pm; CM Kennedy II arrived at 7:54pm); CW Smith-Barnes were telephoning 4 were present we had a quorum.; CW Hines we're not presented.

**Moment of Silence –**

**Pledge of Allegiance to the Flag of the United States of America**

**Approval of Agenda** – Motion by CW Brownson seconded by CM McLaurin to adopt the agenda; all were in favor; motion passed.

**Approval of Minute from December 20, 2017** – Motion by CW Brownson seconded by CM Barnes to adopt the agenda; all were in favor; motion passed

**Public Period--**

Presentation from Promised Neighborhood Drug Free Coalition Promise Neighborhoods DFC is a coalition of concerned community members seeking to eliminate the abuse of alcohol and synthetic marijuana by teens in the District Heights/Forestville/Oxon Hill area. The coalition sponsors community events that educate all about the harms of these abuses and the consequences to the community. Which startups in 2014, Promise Neighborhoods DFC has brought together and experts to come up with solid solutions to alleviate the problems with teen alcohol and synthetic marijuana abuse. Neighborhoods DFC seeks to continue its work in its community, but need your help they are looking for location to hold their meeting and would like to use the current location.

Report of Officers and Committees can be pick up from the Clerk's Office or view on the Town website.

**Legislation –**

**Resolution 01-18** to Authorize Change Order Number 7 to the Rolph Drive Reconstruction contract with J.A. Scheibel Inc. D/BA Scheibel Construction. Motion by CM Kennedy, II seconded by CM McLaurin to adopt Res. 01-18 discussion; vote (6) yes (0) no; motion passed.

**New Business** – CW Brownson ask if a Resolution be provided that a failure to attend meetings of the Councils or Mayor during a calendar year shall cause a mayor or councilman to forfeit office; and to provide that such forfeiture shall be declared a vacancy in office which shall be filled in accordance. All were in favor.

Motion to enter into close session: Motion by Mayor Muhammad seconded by Jonathon Kennedy II at 9:27 pm. Vote (5) yes (1) no; motion passed.

Persons attending closed session: Mayor Habeeb-Ullah Muhammad; C. Lynn Barnes; Councilman Robert Barnes; Councilwoman Theresa Brownson; Councilman Jonathon Kennedy II; Councilman Brian McLaurin; Councilwoman Taunya Hines; Sherletta Hawkins Town Clerk; Linwood Robinson Town Administrator and Kevin Best Town Attorney

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Work Session – 7:30 pm  
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Municipal Building**

**Meeting Minutes**

Close session was concluded at 10:07pm

Open Session re-opens at 10:08pm

**Resolution 02-18** of the Mayor and Council of the Town of Forest Heights Approving the Compensation of Col. Pablo Mitchell as Chief of Police. Motion to table all were in favor.

**Adjournment** – 10:12 pm

*Sherletta Hawkins*

Submitted by Town Clerk

**TOWN COUNCIL  
WORKSESSION MEETING**

Tuesday, January 2, 2018  
7:30 pm  
Municipal Building

**Agenda**

1. Call to Order
2. Roll Call of Council
3. Moment of Silence
4. Pledge of Allegiance to the Flag of the United States of America
5. Approval of Agenda
6. Approval of the Meeting Minutes (December 20<sup>th</sup>, 2017)
7. Ms. Sylvia Griffin from Promised Neighborhood Drug Free Coalition- will give a 10 minutes Presentation
8. Public Period (limit 2 minutes for each speaker)
9. Report of Officers and Committees
  - I. Town Treasurer Report
  - II. Public Works Director Report
  - III. Police Chief/Code Enforcement Report
  - IV. Town Administrator Report
  - V. Council Report (Ward I; Ward II; Ward III)
  - VI. Mayor's Report
10. Legislation
11. New Business
12. Closed Session
13. Adjournment

**Town of Forest Heights  
Treasurer's Report  
December 28, 2017**

	Bank Acct Balance <u>12/27/17</u>	Quickbook Balance <u>12/27/17</u>	Quickbook Balance <u>12/27/16</u>
TD Bank General Fund	590,027.13	571,906.12	471,584.26
TD Bank Rainy Day Fund	150,889.18	150,889.18	150,384.50
TD Bank Speed Camera	1,941,711.32	1,941,711.32	1,645,542.03
TD Bank Municipal Money Market	213,353.29	213,353.29	212,515.51
	<u>2,895,980.92</u>	<u>2,877,859.91</u>	<u>2,480,026.30</u>

**General Fund Highlights:**

1. Real Estate Tax distribution received - \$32,576.23
2. Utility/Personal Property Tax Payments received - \$1,520.05
3. Community Development Administration (CDA) - \$193,703.69  
- Draw #5 on roadway improvement loan
4. Solar Energy Rebate - \$3,870.00

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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December 27, 2017

### Town Appearance:

- Maintain and up keep of Lot next to Henry's
- Daily Trash pickup
- Monthly inspection of Tot Lot
- In process of collecting falling leaves
- Renewed contract for snow removal (2017-2018)

### Town Infrastructure:

- PW in process of patching potholes (continuation),
- Cut down dead tree on Mohican Dr.
- Cutting/ removing branches on Cree Dr.
- Monitoring Rolph Dr. project:

- resident made claims that heavy equip. storage area caused mice to enter her home. Scheibel placed rodent repellent down along fence between storage area and resident's home
- resident car bogged down in gravel in driveway over weekend
- soil saturated with ground water. Unable to replace soil, have to truck in dry soil.
- invited CW Hines and CM Barnes to come out to see what the soil looked like
- last two Tree boxes installed
- all curb and gutter have been poured on odd numbered side
- ramps for driveways are in process of being prepped and poured(weather permitting)
- large tree stump found buried in ground between 113 & 115 Rolph
- 118 Rolph- sink hole next to driveway, broken slates (Ross informed)
- resident at 115 falls and hurt knee
- walk thru w/ Jenni AD Marble, Neil Scheibel Ross Scheibel
- Resident 113 unable to get out of her driveway (Ross informed)
- meeting with Leittia, Jenni, Neil, Ross, Veronica (phone) – Rolph Dr. update
- car owned by 118 Rolp Dr. blocked cranes from working. Resident moved vehicle 1 hr.later
- Resident at 104 complained that contractors were 1.5 ft. on to her property that the town lied to her and owes her an apology.

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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- Moving forward with Safe Routes & N. Huron, with Pennoni P.E.
  - plans @ 95%
  - Pennoni waiting on permit to proceed from County
  - signs arrived for N. Huron Proj.
  - Talked with Mr Abdulah about Peer Review
  
- WSSC work/ Talbert Dr. & Sachem Dr.,
- PGCPW&T working on Arapahoe Dr.

### Building Infrastructure:

#### 606 Modoc:

- conference call with Kayrn Riley WSSC , Monique concerning plumber's permit/ (approved)
  - Bid awarded to sub-contractors for Surveillance camera, Security System (locks), Data Line, Telephone has started working
  - plans approved by WSSC
  - conference call with Town Treasurer, Karyn Riley, concerning the WSSC charges and inspection holdup.
  - ADT install Fire and Burglary system 1<sup>st</sup> or 2<sup>nd</sup> week in January
  - Meet Brian for 606 roof inspection for solar panels 1/4/18
  - L.S. Mechanical repaired loose wire in furnace, fixed filer rack.
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- Renewed POD for 606 to house donated furniture during construction (on going)
  - Tempary safety fence around house at 606 Modoc La. (on going)
  - Resolution for a maintenance agreement with Ciminelli (approved) waiting for service date

### Equipment Maintenance:

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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- Clean PW vehicles
- Purchase and applied Salt Brine on town streets
- Fitting Chevy Silverado with electrical connections for trailers
- Leaf Vac in for maintenance repair
- Preparations for getting hard tags for new trailer

### Other Areas:

- Answering Resident Communication
  - sidewalk repair
  - pothole need repairing
  - tree stump in right-of-way need to be removed
  - tree in R-O-W residents wants to cut down
  - work being done on Rolph Dr. (numerous)
  - Water leak on Arapahoe Dr (Hydrant) – after inspection, water is ground water per WSSC and resident sump pump
- Received Full executed 3 yr. Salt Agreement with SHA
- Received 1,000 gal. of Salt Brine
- Meeting w/Amir of Wash Gas –12/1/17
- Call PG Animal Control to remove dead deer from yard @ 111 Rolph Dr.
- PW assist TOFH police with clean up on Livingston Rd. (car collision)
- PW assist TOFH police with clean up on SB MD-210 (gravel spill)

## Hawkins, Sherletta

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**From:** Mitchell, Pablo  
**Sent:** Tuesday, December 26, 2017 12:39 PM  
**To:** Hawkins, Sherletta  
**Cc:** Campbell, Frank  
**Subject:** FOREST HEIGHTS POLICE DEPARTMENT MONTHLY REPORT 2017 YEAR IN REVIEW REPORT

Greetings All,

### FOREST HEIGHTS 2017 MONTHLY STATS:

MILES PATROLLED: 23,784

CALLS FOR SERVICE : 826

REPORTS WRITTEN: 183

ARRESTS : 38

CITATIONS WRITTEN: 965

FINES AND FEES: \$ 3,450.00

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### FOREST HEIGHTS POLICE DEPARTMENT CALLS OF SERVICE FOR 2017

911 HANG UP 8  
911 OPEN LINE 1  
ANIMAL BITE 1  
ANIMAL COMPLAINT (OTHER) 12  
ASSAULT REPORT 6  
ASSIST CITIZEN 3  
ASSIST CODE ENFORCEMENT 6  
ASSIST FIRE DEPT / EMS 5  
ASSIST MOTORIST 7  
ASSIST OTHER UNIT (INCIDENT) 14  
ASSIST OTHER UNIT (TRAFFIC) 101  
ASSIST OUTSIDE AGENCY 117  
B & E (COMMERCIAL) 1  
B & E (RESIDENTIAL) 6  
B & E IN PROGRESS 2  
BURGLAR ALARM (COMMERCIAL) 3  
BURGLAR ALARM (RESIDENTIAL) 40  
CARJACKING (ARMED) 1  
CHECK ON THE WELFARE 34  
CHILD ABUSE / NEGLECT 1  
CODE VIOLATION W/ IMPOUND 1



COURT 26  
CUSTOMER DISPUTE 5  
DEATH REPORT 4  
DESTRUCTION OF PROPERTY 1  
DISORDERLY SUBJECT(S) 59  
DISPUTE BETWEEN PERSONS 22  
DOMESTIC DISPUTE 31  
DOMESTIC STANDBY 4  
E.P.S. 3  
ESCORT 1  
FIGHT IN PROGRESS 5  
FOUND PROPERTY 2  
HARASSMENT COMPLAINT 1  
HOLD-UP ALARM 3  
HOUSE FIRE 2  
INVESTIGATION 4  
LANDLORD/TENANT DISPUTE 2  
LOITERING / VAGRANTS 2  
LOST PROPERTY 2  
MAN DOWN 1  
MISSING PERSON 5  
NEIGHBOR DISPUTE 4  
NOTIFICATION 3  
OFFICER BREAK 2  
OFFICER IN TROUBLE 2  
OPEN DOOR 4  
OVERDOSE 2  
PANIC ALARM 1  
POSSIBLE DUI DRIVER 2  
PROPERTY DAMAGE 2  
PROPERTY DAMAGE (AUTO) 3  
RECOVERED PROPERTY 1  
RESIDENTIAL SECURITY CHECK 17  
ROBBERY (CITIZEN) 2  
SEXUAL ASSAULT 3  
SOLICITORS WITHOUT PERMIT 1  
SOUND OF GUN SHOTS 1  
SPECIAL EVENT 3  
STOLEN AUTO (RECOVERED) 3  
SUICIDE 1  
SUICIDE (ATTEMPT) 1  
SUSPICIOUS SUBJECT(S) 33  
SUSPICIOUS SUBJECT(S) (ARMED) 6  
SUSPICIOUS SUBJECT(S) (CDS) 4  
SUSPICIOUS VEHICLE 25  
SUSPICIOUS VEHICLE (OCCUPIED) 16  
TAMPERING WITH AUTO 1  
THEFT (FROM AUTO) 6  
THEFT (IDENTITY) 2  
THEFT (SHOPLIFTING) 1  
THEFT REPORT 12  
THREATS COMPLAINT 3

TRAFFIC ACCIDENT 48  
TRAFFIC ACCIDENT (HIT & RUN) 2  
TRAFFIC ACCIDENT (INJURIES) 3  
TRAFFIC COMPLAINT 14  
TRAFFIC CONTROL 3  
TRESPASSER 9  
UNKNOWN TROUBLE 13  
VANDALISM 5  
VANDALISM TO AUTO 1  
VEHICLE LOCKOUT 1  
WARRANT SERVICE 4  
WIRES DOWN 1

Total Calls Handled: 826

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#### FOREST HEIGHTS POLICE DEPARTMENT CITATIONS FOR 2017

##### State Citations

Stop Sign 54  
Speeding 8  
Seat Belts 21  
Reg Violations 203  
Pedestrian Safety 5  
Equip Violations 4  
Dr Lic Violations 103  
Cell Phone / Texting Violation 33  
All Others 107  
Aggressive Driving 4

Total State Citations: 542

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##### Warning Notices

Stop Sign 41  
Speeding 6  
Seat Belts 8  
Reg Violations 44  
Pedestrian Safety 1  
Equip Violations 3  
Dr Lic Violations 7  
Cell Phone / Texting Violation 42  
All Others 125  
Aggressive Driving 2  
Total Warnings: 279

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Safety Equipment Repair Orders

Total SERO'S: 61

Repair Orders 61

Parking Citations

Total Parking Citations: 80

Parking Citations 80

Total Moving Violations: 882 Total Parking Citations: 80 Total Citations Issued: 962

V/R

Pablo F. Mitchell, Colonel

Chief of Police

Forest Heights Police Department

5508 Arapahoe Drive

Forest Heights, Maryland 20745

P - 301-839-4040

F - 301-839-1122



# TOWN OF FOREST HEIGHTS

Court Date <u>November 29</u>		2017				
	Name	Ticket #	Original \$ Amount	Reduced y/n	Collected \$ Amount	Court Disposition
1	Arel Prop	3Z36204206	\$ 200.00	n	\$ 200.00	Judgement
2	Arel Prop	4Z36204207	\$ 200.00	n	\$ 200.00	Judgement
3	Arel Prop	2Z36204205	\$ 200.00	n	\$ 200.00	Judgement
4	Anita Boston	00Z36204240	\$ 200.00	n	\$ 200.00	Paid
5	Nepoleon Epps	6736204216	\$ 200.00	y	\$ 50.00	Judgement
6	Wadiyah Salahuddin	5Z36204208	\$ 200.00	n	\$ 200.00	Judgement
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
			\$ 1,200.00		\$ 1,050.00	\$ -

OFFICER SMITH

# Building Permit

	Date	Address	Issuance Type	Fee
1	11/8/2017	1 Tecumseh	Reconstruct Kitchen	\$50
2	11/17/2017	5820 Ottawa St	New Sewer Lines	\$50
3	11/17/2017	5808 Black Hawk Dr	Replace Deck Home	\$50
4	11/30/2017	125 North Huron	Improvement	\$50
			<b>TOTAL</b>	<b>\$200</b>

## CITATIONS

	DATE	Address	issuance Type	Fee
1	11/8/2017	134 Cree Dr	Grass	Warning
2	11/8/2017	136 Cree Dr	Car on Grass	Warning
3	11/8/2017	106 Cree Dr	Fence Repair	Warning
4	11/8/2017	5801 Black Hawk Dr	Debris	Warning
5	11/9/2017	5802 Woodland Dr	Parked on Grass	Warning
6	11/9/2017	107 North Huron	Debris	Warning
7	11/13/2017	5514 Arapahoe Dr	Failed Home Insp	24 hrs
8	11/13/2017	5703 Ottawa St	Bulk Trash	Warning
9	11/13/2017	605 Pitt Ln	Bulk Trash	Warning

10	11/13/2017	5610 Arapahoe Dr	Injured Deer	Animal Con
11	11/14/2017	5823 Ottawa	Bulk Trash	Warning
12	11/14/2017	133 North Huron	Parked on Grass	Warning
13	11/20/2017	5806 Ottawa St	Bulk Trash	Warning
14	11/20/2017	107 North Huron	Debris	Warning
15	11/27/2017	5803 Spokane Dr	Parked on Grass	\$75
16	11/27/2017	5803 Spokane Dr	Parked on Grass	\$75
17	11/27/2017	5803 Spokane Dr	Parked on Grass	\$75
TOTAL				\$225

## RENTAL PERMITS

	DATE	Address	Issuance Type	Fee
1	11/28/2017	206 North Huron Dr	Rental Permit	\$75
2	11/28/2017	142 North Huron Dr	Rental Permit	\$75
3	11/30/2017	105 Rolph Dr	Rental Permit	\$75
4				
5			TOTAL	\$225

# Building Permit

	Date	Address	Issuance Type	Fee
1	12/10/2017	129 Rolph Dr	Driveway Repair	\$50
2	12/11/2017	140 North Huron	Tree Cutting	\$50
3	12/12/2017	121 Onondaga Dr	Wheelchair Ramp	\$50
4	12/15/2017	5809 Terrell Ave	Roofing	\$50
5	12/19/2017	5725 Ottawa St	Roofing	\$50
6	12/19/2017	5927 Ottawa St	Roofing	\$50
TOTAL				\$300

## CITATIONS

	DATE	Address	Issuance Type	Fee	Citation
1	12/2/2017	141 North Huron Dr	Bulk Trash	\$200	
2	12/4/2017	5610 Arapahoe Dr	Bulk Trash	Warning	
3	12/4/2017	203 North Huron	Unsafe Outter	Warning	
4	12/6/2017	5511 Sachem Dr	Home Insp.	Permit	
5	12/6/2017	5513 Sachem Dr	Home Insp.	Permit	
6	12/6/2017	5921 Ottawa St	Home Insp.	Failed	

7	12/11/2017	18 Cree Dr	Parked On Grass	72hr. Warning		
8	12/11/2017	12 Cree Dr	Leaf Dumping	Warning		
9	12/11/2017	5901 Ottawa St	Bulk Trash	Warning		
10	12/11/2017	5903 Ottawa St	Debris	Warning		
11	12/11/2017	14 Cree Dr	Debris	Warning		
12	12/12/2017	5609 Miles Dr	Debris	Warning		
13	12/15/2017	145 North Huron	Abandoned Veh.	72hr. Warning		
14	12/15/2017	139 North Huron	Abandoned Veh.	72hr. Warning		
15	12/15/2017	134 Cree Dr	Abandoned Veh.	72hr. Warning		
16	12/15/2017	129 Rolph Dr	Parked On Grass	72hr. Warning		
17	12/15/2017	13 Cree Dr	Parked On Grass	72hr. Warning		
18	12/15/2017	20 Cree Dr	Abandoned Veh.	72hr. Warning		
19	12/19/2017	18 Cree Dr	Bulk Trash		\$200	Citation
20	12/19/2017	145 North Huron	Abandoned Veh.		\$200	Citation
21	12/19/2017	5604 Ottawa St	(3) No Tags	72hr. Warning		
22	12/19/2017	5927 Ottawa St	Roofing	Permit		
23	12/20/2017	5821 Ottawa St	Parked On Grass	72hr. Warning		
24	12/20/2017	5812 Ottawa St	No Tags	72hr. Warning		
25	12/20/2017	18 Cree Dr	Wrecked Car on Street		\$75	Citation
26	12/27/2017	5801 Black Hawk Dr	Parked On Grass		\$150	Citation
27	12/27/2017	5807 Black Hawk Dr	Parked On Grass		\$150	Citation

**\$975**

**CITATIONS WRITTEN BETWEEN 12/2/2017--12/27/2017**



## RENTAL PERMITS

	DATE	Address	Issuance Type	Fee
1	12/6/2017	5511 Sachem Dr	Rental Permit	\$225
2	12/6/2017	5513 Sachem Dr	Rental Permit	\$225
3	12/20/2017	206 Mohican Dr	Rental Permit	\$75
4	12/20/2017	119 North Huron Dr	Rental Permit	\$75
5	12/20/2017	142 North Huron Dr	Rental Permit	\$75
TOTAL				\$675

1. Grants Management Team Coordination-Coordinator, Veronica Owens with limited assistance from internal Town project managers...Ms. Owens now holds weekly meetings with the Team to share and update status for all our current working grants, discuss need for and connection to future grant applications, and all associated timeframes, deadlines, etc.
2. Use of Town e-mail Accounts for Town business-Beginning January 2018, all Town employees will be asked/expected to ONLY use Town e-mail accounts to conduct Town business. I have been told that some employees in the past have utilized personal e-mail account for Town business...this will cut down on the possibility of confidential and other information being shared with others and, cut down on Town liability associated with this practice.
3. One-on-One meetings with Town Department Heads, specified senior staff and all others-Two weeks ago, I began one-on-one meetings with the Department Heads...the intent of the meetings is to introduce myself individually and talk with each of them about their management styles, concerns issues or problems. I will also share my management style with the employees. Eventually, I would like to hold such meetings with all staff, as well as the members of Town Council.
4. Status of Rolph Drive Project-Our contractor is on the verge of completing the final stages of the project which includes: installation of driveway aprons where needed, the sidewalks and landscaping along the project scope. There have been some weather related delays and several change orders connected with project. Expected completion date is mid-January (weather permitting) and a walk-thru and punch list conversation will be scheduled for that time and attended by the Town Administrator and Public Works Director.
5. Status of 606 Modoc Project-There have been several setbacks with the timeframe of the project since the original start date, however work is again underway at the site. Last week the Town Administrator, Public Works Director and project manager at Strategies First met to chart a course for project completion. The expected completion date for rehabilitation of the building is February 2018. (Weather Permitting)